



Policy No. 406

Council Member Participation and Attendance

Revised: July 1, 2002

The Council Chair appoints all members to a Standing Committee and to a Workgroup as specified in the Council Charter. The Council expects the full and active participation of all its members.

Consistent with its Charter, it is the policy of the Developmental Disabilities Council to actively support participation and equal access in all activities of the Council by individuals with disabilities.

The Council is committed to ensuring full participation of individuals with disabilities at all Council committee meetings and Council sponsored activities.

The Council expects the full and active participation of all its members including the work and on-going communication necessary between meetings to assure the Council's work is achieved in a timely fashion.

The Council shall ensure that meetings are accessible and whatever assistance is necessary for the individual's participation is available.

Reasonable Accommodation:

Accommodation for participation at Council meetings and Council sponsored activities shall be individually determined and should include, but not be limited to:

Safe Lodging – In compliance with the Americans with Disabilities Act (Public Law 101-336) all overnight facilities used by the Council shall be accessible to individuals with developmental disabilities. Every effort shall be made to see that persons with disabilities are given lodging rooms close to ground floor and building exits. Safety information should be provided to lodgers at time of check in.

Personal Assistance – The Council shall ensure that a personal assistant is available, if needed by members, to assist with dressing, toileting, eating, etc.

Communication Assistance – The Council shall provide interpreters, reader assistance, Braille, large type, computer disk materials, tele-conference call meetings, or assistive listening systems as determined by the needs of members and/or participants.

Meeting Room Physical Accessibility – The Council shall ensure that the entrance to the building, meeting area, and rest rooms conform to the Americans with Disabilities Act. Meetings should be held on ground level if possible for easy access. Meetings should be held on floors that have accessible rest rooms. Safe evacuation information should be available to participants prior to the start of meetings.

Transportation – The Council shall provide easy access to the meeting place, close and accessible bus routes, and equal access to transportation for all participants.

Miscellaneous Accommodations – The Council shall provide adjustments in food preparation, special equipment, reasonable break times, and assistance before, during and after meetings as determined by individual need.

In addition to its own meetings, the Council strongly feels that it is the responsibility of all public and private boards and committees to actively promote the full participation of individuals with disabilities. We expect the public sector to provide leadership accommodating full participation of people with disabilities on committees, consistent with the Americans with Disabilities Act.

Agency Representatives

The DD Act requires that the membership on the Council include representatives of certain state agencies. Consistent with the Charter, agency representatives are full, voting members of the Council and are expected to fully participate in the full Council meetings and the Standing Committee and Workgroup to which they are assigned.

Agency Representatives may appoint a designee to serve on his/her behalf. The designee should be in a position to bring Council issues to the Agency Representative and represent the agency before the Council. To help ensure active and full participation on the Council, a designee should at a minimum, serve for a year.

At least every three years, the agency representative and the designee will discuss the designee's participation, solicit input from the Membership Committee, and determine on-going participation on the representative's behalf.

Attendance

An attendance record shall be kept for all Council members. The attendance record shall include presence at full Council meetings, Standing Committee meetings and Workgroup meetings and shall include reasons for non-attendance.

When a Council member has missed three meetings in a row, or is inconsistent in attendance, missing 4 or more meetings in a year, the Executive Director shall prepare a letter for the Council Chair to send to the member to request that the member or agency representative clarify future participation and to address his/her intention regarding on-going membership or agency participation on the Council.

For this policy a meeting means: Thursday, Committee and Workgroup meetings; and Friday, Full Council meeting.

Upon receiving input back from the member, the Chair shall review this matter, including the input from the member, with the Membership Committee at the next scheduled meeting. The Membership Committee may decide to take no action or request that the Governor's Office replace the member on the grounds of non-attendance.

The Membership Committee, if asking the Governor's Office to replace a member, shall submit at least two nominees from the list of candidates developed during the regular annual membership recruitment.